

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**



AFROTC INSTRUCTION 36-2022

20 JANUARY 2005

Personnel

**AFROTC ADMINISTRATION OF THE AIRMAN
EDUCATION AND COMMISSIONING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-2013, *Officer Training School and Airman Commissioning Programs*, and establishes policies, procedures, and standards for Air Force personnel assigned to the Air Force Reserve Officer Training Corps (AFROTC) as Airman Education and Commissioning Program (AECMP) students. It details how applicants apply for the program and how detachments administer officer trainees enrolled in the program. This instruction applies to all senior units, regions, and AECMP students. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 31, 10 U.S.C. 34, 10 U.S.C. 103, 10 U.S.C. 8358, 10 U.S.C. 904, and E.O. 9397. System of records notice FO36 AFPC H, Air Force Enlistment/Commissioning Records System, applies. ***Warning: Personnel who violate the specific prohibitions and requirements of this instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ).***

SUMMARY OF REVISIONS

“This instruction has been substantially revised and must be reviewed in its entirety.” This document has been redesignated from an AFOATS Instruction to an AFROTC Instruction. Similar changes are expected with other AFOATS Instructions and Forms. Therefore, every reference in this document to AFOATS Instructions and Forms will refer to the most current version, whether entitled “AFOATS” or “AFROTC” (the numerical designator will not change for these instructions and forms). This revision deletes reference to COT and BOT and physical therapy candidates; clarified HQ AFROTC/RRUE duties (2.3); changed “authorizes payments” to “processes invoices” (2.4.2); added Base Education Services Officers duties (2.5.); changed weigh-in requirement to body mass index checks and or body fat measurements requirements

and from “randomly selected” to “each term” (4.6.); deleted requirement to provide administrative support to students; deleted annual aerobics training and added new requirements as well as procedures for PFT failures (4.7.); added requirement to confirm AECP student’s security clearance (4.10.) deleted information regarding the weight management program; added AS Class attendance, Leadership Laboratory and Field Training requirements (4.12.); added requirement to monitor use of Isolated Unit Funds (4.13.); deleted wear of blue braid on service coat (8); added field training information (14); added enrollment allocation information (15); added information for nursing clinical TDY information (23.4); deleted correspondence course information, AFROTC class not authorized and commanders advance approval of extra classes incurring additional fees (26); deleted full time graduate equivalent hours (27); aligned preparation of academic plan with cadet standards (31); added DOC/DOG must be approved by RRUE (31); changed “will phone in their mid-term grades” to “provide mid-term grades” (37.2); added “C” requirement for AFROTC classes (38.4.4.); added requirement to use AFOATS FM 22 (40.1.); clarified requirements for disenrollment package (44); added security clearance information (47); streamlined requirements for Line officers and Nurses (48 and 49); process commissioning physical IAW AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets* (50); process transcripts IAW AFOATSI 36-2018, *AFROTC Special Actions Program* (51); changed procedures for tuition and fee estimates (58); updated reimbursable course overload authorizations (59.5); added the following to list of unauthorized tuition and fees: costs associated with changes to academic major (60.6.3.), yearbooks (60.14.), and gym lockers and laundry (60.15.); deleted reimbursement of Graduate Review Examination (GRE) (61); changed procedures for processing tuition invoices for reimbursement (66); changed procedures for issuance of textbook allowance (67); and added Adopted Forms and IMTs (68). A star (★) indicates revised information from the previous version.

SECTION A—ORGANIZATION

- | | |
|------------------------------------|---|
| 1. General..... | 5 |
| ★ 2. Organizational Structure..... | 5 |

SECTION B—AFROTC UNIT RESPONSIBILITIES

- | | |
|---|---|
| 3. General..... | 7 |
| ★ 4. AFROTC Unit Commander Responsibilities | 7 |
| 5. AFROTC Unit Staff Personnel Responsibilities | 9 |

SECTION C—AECP STUDENT RESPONSIBILITIES

- | | |
|--|----|
| 6. General..... | 10 |
| 7. Dress and Appearance | 10 |
| ★ 8. Uniform Items..... | 10 |
| 9. Academic Integrity | 11 |
| 10. Mobilization and Emergency Instruction | 11 |
| 11. Off-duty Employment..... | 11 |

SECTION D—GENERAL PERSONNEL/MEDICAL/FINANCIAL INFORMATION

12. Post-Selection/Pre-Arrival of AECP Cadet	11
13. Arrival on Campus	12
★ 14. Field Training	13
★ 15. Enrollment Allocations	14
16. Medical Records	14
17. DD Form 93, Record of Emergency Data (PA)	15
18. Performance Reports	15
19. Promotion	15
20. Basic Allowance for Housing and Basic Allowance for Subsistence	15
21. Required Examinations and Immunizations	15
22. Billing Procedures for Routine and Emergency Medical Treatment To Include Travel	15
★ 23. Travel Reimbursement (excluding routine and emergency medical travel)	15
SECTION E—ACADEMIC PROGRAM MANAGEMENT	
24. AECP Program Lengths	16
25. Completion/Termination Date	16
★ 26. Academic Program Planning	17
★ 27. Regular Terms	18
28. Summer Terms	18
29. Pre- and Post-Summer Sessions	18
30. School Breaks	18
★ 31. Preparation of the Academic Plan	19
32. Changes in Academic Plans	19
33. Grade Reports	19
34. Attendance of Scheduled Classes	19
35. Changes of Academic Status Due to University Action	19
36. Academic Recognition	19
37. Academic Probation	20
★ 38. Minimum Academic Standards	20
39. Curtailment	21
★ 40. Extension	21
41. Academic Major Change	21

SECTION F—DISENROLLMENT FROM AECF

42. General.....	22
43. Conditional Events.....	22
★ 44. Disenrollment Package	23
45. Disposition of Disenrolled AECF Students	23

**SECTION G—ACCESSION, PROGRAM CONCLUSION, AND DEPARTURE
FROM SCHOOL**

46. Graduation Ceremony Policy.....	23
★ 47. Security Clearance Procedures	23
★ 48. Commissioning AECF Students (Other than Nurses)	23
★ 49. Commissioning AECF Nursing Students	24
★ 50. Commissioning Physical	25
★ 51. Transcripts and Certificate of Completion	25
52. Flying Training	25
53. Assignment Outside CONUS	25
54. Departure Dates	25
55. Movement of Dependents and Household Goods	25
56. AFIT Direct Accession Program	25
57. Unused Leave Balance.....	25

**SECTION H—TUITION AND TEXTBOOK ENTITLEMENTS,
FUNDING AND REPORTING**

★ 58. Tuition and Fees Estimates.....	26
★ 59. Authorized Tuition and Fee Entitlements.....	26
★ 60. Tuition and Fees Not Authorized	27
★ 61. Graduate Review Examination (GRE)	28
62. Resident Status.....	28
63. VA Benefits and Air Force Tuition Assistance	28
64. Other Benefits	29
65. Reimbursement of Application Fees.....	29
★ 66. Processing Tuition Invoices for Reimbursement.....	29
★ 67. Textbook Allowance.....	32
★ 68. Adopted Forms and IMTs.....	32

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION.....	33
Attachment 2—EXAMPLE SPECIAL ORDER OF APPOINTMENT TO 2D LT/CALL TO EAD	38
Attachment 3—EXAMPLE RESERVE ORDER OF DISCHARGE/CALL TO READY RESERVE.....	39

Section A - Organization

1. General. The Airmen Education and Commissioning Program (AECPP) provides an opportunity for carefully screened, career-minded Airmen to complete an undergraduate education in selected academic disciplines, and to receive a commission as a second lieutenant in the Air Force as an active duty reserve officer. AECPP students are assigned to the Air Force Reserve Officer Training Corps (AFROTC) with duty as a student. The student's primary contact is the AFROTC unit commander, who assists the student in completing a program which satisfies an established United States Air Force (USAF) educational requirement. The unit staff is also available for advice and assistance.

2. Organizational Structure:

2.1. Headquarters Air Force, Force Management Division (HQ USAF/DPXF) in coordination with HQ AFROTC determines the degrees AECPP participants may pursue, based on anticipated Air Force needs.

2.2. Air Force Institute of Technology, Education and Counseling (AFIT/RRE), determines admission requirements for the various academic disciplines and issues Airmen a memorandum of academic eligibility.

2.2.1. The memorandum of academic eligibility specifies the academic disciplines Airmen may pursue based on their age, academic background, and the likelihood for obtaining a commission before age 35.

2.2.2. The memorandum gives unqualified Airmen guidance on completing academic work necessary to gain entry.

2.2.3. HQ AFIT forwards eligible applicants' Memorandum of Academic Eligibility (MOAE) to HQ AFROTC/RRUE by 1 April of each year.

★ 2.3. HQ AFROTC Enlisted Commissioning Section (HQ AFROTC/RRUE):

2.3.1. Reviews applications to ensure applicants meet all program admission and commissioning prerequisites.

2.3.2. Hosts the AECPP Selection Board in April of each year.

2.3.3. Will tentatively release projected board results via unit commanders and MAJCOM Educational Service Offices in May of each year. Selects will report the following fall term upon receipt of their PCS orders.

2.3.4. To ensure Air Force language requirements are met, each year, obtain an approved foreign language/area studies majors list for AECP from the HQ Air Force Accession Policy Branch (AF/DPLAP) and forward list to Air Force Institute of Technology (AFIT) and Major Command Education Services Offices (MAJCOM ESOs). Note: The HQ Air Force Accession Policy branch must approve any deviations or Exception to Policy (ETP) to the list.

2.3.5. Ensures student has 9T100 code updated in Personnel Data System by their servicing Military Personnel Flight (MPF) within 14 days of AECP student reporting to campus.

2.3.6. Selects and notifies board members.

2.3.7. Ensures proper certification of AF IMT 422, **Physical Profile Serial Report**.

2.3.8. Advises base education services officers (BESO) of program requirements and disciplines as needed by messages and annual conference.

2.3.9. Ensures students are placed in civilian institutions commensurate with the student's academic background, Air Force educational requirement, and established directives.

2.3.10. Initiates assignment actions.

2.4. HQ Air Force Officer Accession and Training Schools (AFOATS) Accounting Section (HQ AFOATS/SDF):

2.4.1. Processes invoices for university tuition payments upon receipt of tuition estimates from detachments.

★ 2.4.2. Processes invoices for textbooks based on student's projected school attendance during current fiscal year.

★ 2.5. Base Education Services Officers:

2.5.1. Submit all waiver requests to HQ AFROTC/RRUE not earlier than 90 and not later than 60 days prior to the AFROTC and AFIT application deadlines.

2.5.2. Request Assignment Availability Code (AAC) 05 is loaded at the MPF once the AF IMT 56 has been signed by the applicant's unit commander but not earlier than 5 Jan of each year and not later than 25 Feb of each year. Note: AAC 05 cannot be updated earlier than 2 months prior to AFROTC or AFIT application deadline.

2.5.3. Inform applicants, by the application deadlines, Airmen serving an overseas assignment **are not** eligible for consideration after the 25th day of the 8th month prior to their Date of Estimated Return for Overseas (DEROS) (this would be the MAJCOM or AFIT application deadline). Applicants may voluntarily request an extension of DEROS to become eligible to submit an application. All requests are submitted to the appropriate MAJCOM point of contact (POC).

2.5.4. Ensure Nursing applicants wanting to commission after age 35 submit an age waiver through AFROTC/RRUE.

2.5.5. Ensure applicant is aware that the records review product reflecting update of the AAC 05 must be included in the application. NOTE: An application will be returned without action if AAC 05 has not been updated.

2.5.6. Brief applicants that application packages for AECP need to be forwarded to AFIT and AFROTC not later than 1 March of each year and no earlier than 1 February of each year.

2.5.7. Assist applicants in an advisory capacity. NOTE: If the BESO is unable to answer an applicant's question, the BESO, **not the applicant**, must contact HQ AFROTC/RRUE.

2.5.8. Ensure applicants are aware that they are ultimately responsible for the completeness and accuracy of their package. Applicants acknowledge understanding by signing the enlisted commissioning program package checklist.

Section B - AFROTC Unit Responsibilities

3. General. The detachment commander acts as the personal representative of the AFROTC Commander in all matters pertaining to active duty students assigned to the institution.

4. AFROTC Unit Commander Responsibilities.

4.1. May delegate any portion of this instruction that indicates unit commander responsibilities to another cadre officer.

4.2. Monitor student progress.

4.3. Maintain liaison with students.

4.4. Help the AECP student prepare an AFROTC IMT 48, **Planned Academic Program** (or equivalent), and provide HQ AFROTC/RRUE with a program completion date, via memorandum, once the academic plan is completed (see paragraph 31).

4.5. Ascertain student's academic performance by conducting term counseling to include reviewing the academic plan for changes in program completion dates. Academic and personal counseling sessions will be documented each term IAW AFROTCI 36-2019, *AFRTOC Scholarship Programs*.

- ★ 4.6. Ensure body mass index checks and or body fat measurements are conducted each term (Fall and Spring), upon reassignment, or as deemed appropriate IAW DODI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, and AFOATSI 36-2007, *AFROTC Weight and Fitness Program*, (may be conducted by any detachment staff member). Failure to maintain standards will result in the issuance of conditional events (CE) (See paragraph 43).
- ★ 4.7. Ensure AECP students participate in Cadet Physical Training (PT) and PFTs. Failure to maintain standards will result in the issuance of conditional events (CE) (See paragraph 43). Students participating in AECP will be evaluated and monitored for fitness in accordance with AFI 10-248, Chapters 3, 4, 5, paragraph 6.2, and AFOATS/AFROTC instructions governing fitness. Counsel the AECP student via AFROTC IMT 16, **Officer Candidate Counseling Record**, as to their continuance in AECP.

4.8. Report the following to HQ AFROTC/RRUE:

4.8.1. When an AECP student is placed on academic probation (see paragraph 37).

4.8.2. Any violation of UCMJ involving AECP students. In addition, report any UCMJ violations to HQ AFOATS/JA.

4.8.3. Any civil involvements (including driving while intoxicated (DWI) and driving under the influence (DUI)) requiring waiver by HQ AFROTC as directed by AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*. NOTE: Civil involvements prior to entry into AECP were waived by HQ AFROTC.

4.8.3.1. Any incidents occurring while in AECP will be reported on an AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, and AFROTC IMT 4, **Affidavit Civil Involvement** (if required).

4.8.3.2. The AFROTC unit will request corroboration as directed by AFROTC 36-2011.

4.8.3.3. Forward a memorandum with waiver recommendation, the AFROTC IMT 35, AFROTC IMT 4 (if required) and corroboration to HQ AFROTC/RRFP for waivers required by HQ AFROTC.

4.8.4. Any changes in the student's graduation completion date (see paragraph 32).

4.8.5. Any other significant incidents or situations not specifically covered in this instruction.

4.9. Brief all new arrivals on local policies and procedures applicable to all active duty members assigned (see paragraph 13).

- ★ 4.10. Confirm AECP student's security clearance level with their servicing MPF upon initial assignment.

4.11. Ensure each arrival receives initial and annual ancillary training and safety briefings as required.

- ★ 4.12. Enroll AECP students, as a minimum, in Aerospace Studies (AS) 300 and AS 400 courses to include Leadership Laboratory and Field Training. Accredited General Military Courses (GMC) in accordance with (IAW) AFROTCI 36-2011.

4.12.1. Load AECP students in Web Intensive New Gain System (WINGS) as 4-year cadets regardless of AS year.

4.12.2. Any other corps activities or functions (i.e., Arnold Air Society, base visits, etc.), will be strictly voluntary for AECP students.

- ★ 4.13. Monitor use of Isolated Unit Funds; refer to AFI 34-201/AETC Sup 1, *Use of Non-Appropriated Funds (NAFS)*.

4.14. Continuously evaluates AECP students for officer potential by using the "whole person" concept. Although academic ability is one factor considered in the evaluation process, it is not the sole determinant of officer potential. Evaluations of an individual's moral and physical attributes are combined with an assessment of their mental alertness. AECP students are active duty Airmen and must abide by Air Force directives accordingly. Failure to meet Air Force standards may result in disenrollment. It is very important each AECP student understands this continuous evaluation process and its importance to the successful pursuit of an Air Force commission.

4.15. Establish a sponsorship program as appropriate.

4.16. Prepare AECP students for program conclusion (see section G).

5. AFROTC Unit Staff Personnel Responsibilities.

5.1. Load cadet data into WINGS on inbound AECP students NLT 30 Aug of each year.

5.2. Notify HQ AFROTC/RRUE of cadet's arrival.

5.3. Provide administrative support of students.

5.4. Maintain AECP student records and a personnel information file (PIF) as required by Air Force instructions.

5.4.1. Place a copy of the cadet's AF IMT 899, **Request and Authorization for Permanent Change of Station – Military**, in cadet's PIF. Forward a copy of AF IMT 899 to HQ AFROTC/RRUE within 14 days of cadet's arrival to detachment.

5.4.2. Ensure AF IMT 899, block 3 reflects 9T100 as the Air Force Specialty Code (AFSC). NOTE – If AFSC reflected is not 9T100, notify HQ AFROTC/RRUE for correction of AFSC.

5.4.3. Ensure the student completes or updates the following forms:

5.4.3.1. DD Form 93, **Record of Emergency Data**

5.4.3.2. AF IMT 357, **Family Care Certification** (If applicable)

5.4.3.3. AFROTC IMT 500, **Restrictions on Personal Conduct in the Armed Forces.**

5.4.3.4. AF IMT 3010, **USAF Statement of Understanding for Dependent Care Responsibility** (If applicable).

5.4.4. AECP students, although participating in AFROTC, are active duty members. Do not have AECP students complete DD Form 4, Enlistment/Reenlistment Documents – Armed Forces of the United States, or AFROTC IMT 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract**. They are obligated to participate by virtue of being assigned to the detachment via PCS orders.

5.5. Issue rank IAW AFROTCI 36-2017. AECP students will wear AFROTC rank as earned through competition and or position assigned. Brief cadets that the initial set of Professional Officer Course (POC) insignia and hard and soft shoulder boards will be issued by the detachment to the AECP student by using AF IMT 1297, **Temporary Issue Receipt**. AECP students are active duty members and receive an annual clothing allowance.

5.6. Permit AECP students to compete for regular cadet and field training awards.

5.7. Make the most feasible arrangements to allow for telephone access for official duty calls.

Section C--AECP Student Responsibilities

6. General. AECP students are members of the Air Force and will conduct themselves accordingly. Their actions reflect directly on the image of the Air Force and AFROTC. Individuals who violate this instruction will be subject to adverse administrative and or disciplinary action. Cases involving military personnel subject to the UCMJ may be handled as a violation of Article 92 of the UCMJ.

7. Dress and Appearance. Students will comply with the dress and grooming provisions of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFROTCI 36-2008, *AFROTC Senior Uniforms and Insignia*. The appropriate uniform will be worn when conducting official business at a military installation or when required by current directives.

★ **8. Uniform Items.** Do not issue uniform items to AECP students since they receive an annual clothing allowance (see exception in paragraph 5.5. concerning cadet rank). When required to

wear a uniform, AECP students will wear the uniform IAW AFROTCI 36-2008. Any required military uniform items (to include AFROTC uniforms) needed in conjunction with AFROTC events will be purchased utilizing their clothing allowance. Another option to be utilized at the detachment's discretion, is to loan uniform items to AECP students via AF IMT 1297. They are not authorized to purchase Commutation or Issue-In-Kind uniform items at any time. They are not authorized to wear awarded Air Force decorations and ribbons. They are authorized to wear earned AFROTC cadet ribbons/medals. They are authorized to wear the battle dress uniform (BDU) with cadet rank when mandated by the detachment commander.

9. Academic Integrity. All students are expected to adhere to the highest standards of academic integrity. Students are to pursue their academic programs without unauthorized assistance and are to give credit to others' words and ideas so as to avoid committing plagiarism. Confirmed plagiarism is cause for removal from AECP.

10. Mobilization and Emergency Instructions. The campus is considered the duty station and therefore AECP students must be included on the detachment recall roster. Report to the AFROTC unit in the event of mobilization and follow instructions issued by the unit commander.

11. Off-duty Employment. AECP students are full-time students whose task is to complete their degree programs in the minimum time practical and are expected to devote full-time to their academic programs. Off-duty employment includes any arrangement by which a student receives payment for their services and must be approved by the unit commander. Off-duty employment is normally not authorized. If authorized, the AECP student must complete an AF IMT 3902, **Application and Approval for Off-Duty Employment**, in accordance with DOD5500.7-R, *Joint Ethics Regulation* (JER) and HQ AFOATS/JA policy.

Section D--General Personnel/Medical/Financial Information

12. Post-Selection/Pre-Arrival of AECP Cadet. Once the cadet is selected for participation in AECP, they prepare for entry and arrival to their projected AFROTC detachment. This is a two-phase process to ensure proper entry into the program.

12.1. First the cadet must complete the post-selection requirements of AECP. The cadet must submit the following documents to HQ AFROTC/RRUE NET than 90 days prior to their projected class start date:

12.1.1. The Enlisted Commissioning Program Return Letter and the Statement of Understanding (located on the enlisted commissioning website at <http://afoats.maxwell.af.mil/AFROTC/EnlistedCommissioning>).

12.1.2. Submit the Physical Fitness Test letter stating the latest results of the Air Force ROTC Physical Fitness Test. Selectee must take and pass the Air Force ROTC Physical Fitness Test (PFT) IAW AFOATSI 36-2007. The test must be taken NET 90 days prior to their projected class start date. The letter must be signed by their first sergeant, section commander, or unit commander.

12.1.3. Submit the Height/Weight letter stating the latest results of their height and weight check. The height and weight check must be accomplished IAW AFOATSI 36-2007 and must be performed NET than 90 days prior to their projected class start date. The letter must be signed by their first sergeant, section commander, or unit commander.

12.2. Once the cadet has provided the above documents, HQ AFROTC/RRUE will request through HQ AFPC Assignments for reassignment to attend school in the AFSC of 9T100. HQ AFROTC/RRUE then prepares arrival preparation documents to be forwarded to the cadet's gaining AFROTC detachment. The following documents will be forwarded to the detachment to initiate in-processing once the cadet arrives to the detachment:

12.2.1. AF IMT 56, **Application & Evaluation for Training Leading to a Commission in the United States Air Force.**

12.2.2. Transcripts

12.2.3. Records Review Listing

12.2.4. Letter of Admission

12.2.5. PFT Results

12.2.6. AF IMT 422

12.2.7. AFROTC IMT 48 or equivalent

12.3. AECP students will report to the detachments NET 14 days prior to their class start date and NLT 5 days prior to their class start date. Once the cadet arrives at the detachment, the detachment will notify HQ AFROTC/RRUE of the cadet's arrival. HQ AFROTC/RRUE will enter the cadet in WINGS. Once the cadet has been entered, the detachment will then activate the cadet's participation in AECP.

13. Arrival on Campus. Immediately after arrival on campus, the student must report to the unit commander. At that time, the unit commander will provide, at a minimum, guidance on the following matters:

13.1. Schedule in-processing appointments for assignment to the unit.

13.2. Location of the servicing Financial Support Office (FSO) and Military Personnel Flight (MPF).

13.3. Availability of the local military installations for medical, exchange, and commissary facilities.

13.4. Housing information.

13.5. Accountability and leave procedures.

13.6. Academic responsibilities and procedures.

13.7. Location of faculty advisors and academic offices.

13.8. Official duty, medical, and vicinity travel policy.

★ **14. Field Training Unit (FTU).** All AECP students are required to attend and successfully complete Field Training. AECP student will normally attend field training after one academic year. For marginal and unsatisfactory performance reference AFROTCI 36-2010, *AFROTC Field Training Program*.

14.1. Field Training Mode of Transportation. AECP students attending field training will travel IAW AFROTCI 36-2010 and applicable ARMS message pertaining to the applicable field training attendance.

14.2. Accomplish travel orders through The Defense Travel System (DTS). Do not process AECP orders via WINGS. Beginning in February 2005, travel orders will be accomplished through DTS. Log on to DTS through the following website address: <http://www.defensetravel.osd.mil>. Complete the order following instructions provided from HQ AFROTC/RRUE during the current field training year. Orders must be initiated through DTS NLT 2 weeks prior to scheduled field training departure date.

14.3. Physical Training Uniforms (PTU). AECP students attending field training will purchase PTUs from an Air Force Military Clothing Sales Facility. AECP students are limited to purchasing 4 sets of PT shorts and T-shirts and 2 sets of sweatpants and sweatshirts. Purchase of these items will be reimbursed upon completion of field training. After completion of field training, AECP students will submit the following documents to HQ AFROTC/RRUE to process their reimbursement:

14.3.1. Copy of travel orders

14.3.2. Itemized receipt of PT items purchased

14.3.3. Standard Form 1164, **Claim for Reimbursement for Expenditures on Official Business**, signed by detachment commander or assistant professor of aerospace studies (APAS) verifying attendance at field training.

14.3.4. Upon receipt of voucher, HQ AFROTC/RRUE will authorize reimbursement and fax the voucher to the detachment for the student to process through the local finance accounting office.

14.4. Field Training Length. AECP students must attend a standard 4-week FTU. AECP students entering the program as seniors who could not take AS 300 and couldn't dual enroll in the professional officer course due to course workload (exceeding their academic term by more than 18 hours) must attend an extended FTU. Detachments must notify both HQ AFROTC/DOT and HQ AFROTC/RRUE of which FTU their AECP student desires to

attend. Commissioning of AECP students at field training is not authorized; commissioning will be conducted at the detachment.

14.5. Pay Issues. AECP students will not be reimbursed for the money collected for FTU T-shirts, coin, etc. as these are optional expenditures.

14.6. Meals. AECP students will attend field training under field conditions. AECP students will not pay for meals when going through the cashier's line. Students must show receipt of meal by signing in on the meal roster provided by the FTU dining facility. No per diem will be paid for meals nor is the member entitled to BAS during FT.

14.7. Travel. AECP students attending a 4-week FTU will be TDY approximately 30 days. When preparing the DD Form 1610, place 30 in item 10 of the DD Form 1610. AECP students attending a 6-week FTU will be TDY approximately 44 days. When preparing the DD Form 1610 place 44 in item 10 of the DD Form 1610. Provide HQ AFROTC/DOTO with flight itinerary NLT 7 duty days prior to Training Day (TD)-0. Travel cost is limited to Joint Federal Travel Regulation (JFTR). For arrival date and time instructions reference AFROTCI 36-2010.

14.8. Leave. AECP cadets are not authorized to take leave en route to field training but may take leave after completion of field training. The cost of travel from the field training location to the leave destination will be at the cadet's expense. Ensure price of airfare incurred at government expense is limited to the cost of round trip travel between detachment and field training.

14.8.1. When preparing the DD Form 1610, ensure item 7 is added to the list of items that the order covers in section 16 of the order. Annotate the number of leave days authorized on item 7 on the reverse side of the order. The student must also provide a leave address and phone number for the leave location. Annotate the order in section 16 with the following statement:

14.8.2. Member is authorized ____ days of leave after completion of field training. Member's leave address and phone number are _____. Travel to and from leave location is at the expense of the member.

★ **15. Enrollment allocations.** AECP students will automatically receive enrollment allocations through the Cadet Personnel Section (HQ AFROTC/RRFP) upon notification from the detachment of the cadet's arrival. The detachment must gain the AECP student in WINGS. Prior to requesting the enrollment allocation, please ensure your detachment has gained all AECP students participating in the AFROTC curriculum in WINGS regardless of their field training attendance.

16. Medical Records. In accordance with AFI 41-210, *Patient Administration Functions*, para 6.4.7., personnel and their family members may maintain their own medical records when the nearest Medical Treatment Facility (MTF) is not accessible. However, if they are enrolled at an MTF near their location, the records must be maintained at the MTF of enrollment.

17. DD Form 93, Record of Emergency Data (PA). The DD Form 93 is the only document used by the Air Force to notify next of kin in cases of serious illness, injury, or death, and to determine beneficiaries of pay and allowances. Changes in emergency data must be updated immediately via the virtual MPF. A copy of the DD Form 93 will be maintained by the AFROTC unit.

18. Performance Reports. AECP students will not receive enlisted evaluation reports.

19. Promotion. In accordance with AFI 36-2502, *Airman Promotion Program*, para 3.1., Airmen are ineligible for promotion consideration when entering Air Force commissioning programs on or before the Promotion Eligibility Cutoff Date (PECD). Airmen in the grades of SrA and below will be promoted to SSgt effective 1 day prior to departure from losing base, but no earlier than 11th day before report no later than date. MPF will remove the projected promotions of SSgt selects or above from PDS when the PSN is after program entry and place letters in their records indicating grade, cycle, and PSN. Airmen may request promotion eligibility reinstatement if they are eliminated from the program through no fault of their own. The AFROTC detachment commander must make a recommendation for reinstatement. Counsel cadets promoted to SSgt for the purpose of entry into AECP via AFROTC IMT 16 of demotion if disenrolled from AECP.

20. Basic Allowance for Housing and Basic Allowance for Subsistence. AECP students are authorized basic allowance for housing at the local rate and for subsistence effective upon arrival/in-processing at their AFROTC detachment.

21. Required Examinations and Immunizations. Students should be notified by their servicing MPF through their AFROTC unit of required dental appointments, physical examinations, or immunizations. Personal involvement by the member may be necessary to ensure routine exams are scheduled with minimum interruption of classes.

22. Billing Procedures for Routine and Emergency Medical Treatment to Include Travel. Students will follow the billing and travel procedures established by the unit commander and the local medical facility. Students and their families must check with their regional TRICARE service center to ensure compliance with procedures and entitlements available under their selected TRICARE option. Students requiring AFROTC medical exams (e.g., reaccomplishing the AF IMT 422, **Physical Profile Serial Report**) follow guidance in paragraph 23 below.

23. Travel Reimbursement (excluding routine and emergency medical treatment). AECP students are authorized to drive vehicles assigned to the AFROTC unit. Each AECP student is required to perform official travel based on the availability of such transportation. If however, the AECP student is only able to schedule appointments when transportation is not available, they may be eligible to receive reimbursement for official travel. In order to receive reimbursement, the following criteria will be met.

23.1. Any travel performed that will take less than 10 hours and costs under \$25.00 may be approved by the AFROTC unit commander prior to the travel being performed. Forward a completed SF Form 1164 to HQ AFROTC/RRUE after travel has been accomplished for

fund certification. The SF Form 1164 must be signed by AFROTC Commander as verification of travel.

23.2. Any travel performed that will take less than 10 hours and costs over \$25.00 must be approved by HQ AFROTC/RRUE prior to the travel being performed. This can be accomplished via e-mail. Forward a completed SF Form 1164 to HQ AFROTC/RRUE after travel has been accomplished for fund certification. SF Form 1164 must be signed by AFROTC Commander as verification of travel.

23.3. Any travel performed that will take over 10 hours must be approved by HQ AFROTC/RRUE prior to travel being performed. The travel request must be forwarded to RRUE using a DD Form 1610 five working days prior to the projected departure date. The DD Form 1610 must include all estimated costs.

★ 23.4. Nursing cadets are not authorized TDY travel for clinicals.

Section E--Academic Program Management

24. AECP Program Lengths. Air Force personnel are enrolled in AECP programs to meet established Air Force educational requirements. AECP students will follow HQ AFROTC guidance and will arrange their programs accordingly. Maximum allowable program lengths have been established by the Air Force; however, individual program lengths will vary according to the nature of the program, degree level, and academic background of the student.

24.1. AECP students are allowed a maximum of 36 months to complete their academic program to include AFROTC aerospace studies courses and leadership laboratory, regardless of discipline, but must graduate in as short a time as possible. Those who do not make satisfactory academic progress or who cannot complete their degree within the 36-month maximum will be disenrolled.

24.2. AECP students will make every effort to complete their academic programs in minimum time. Therefore, they should arrange with their academic advisors to receive academic credit for basic courses in which they have expertise. This may be accomplished through the College Level Examination Program (CLEP), by completing advanced standing examinations, or by receiving credit for Air Force training programs, and other military experience. The Community College of the Air Force (CCAF) offers another means of validating and crediting such experience.

25. Completion/Termination Date.

25.1. Completion date, also referred to as termination date, graduation date, or availability date, is the exact date of program completion. During the course of the student's program, the official completion, which governs reassignment action, will be determined from the academic plan as approved by the unit commander.

25.2. The student's program completion date determines when they will be forecasted for reassignment and departure from campus. Therefore, students must keep the unit

commander informed of the accuracy of the date which is in the APDS and of any factors which affect this date. The completion date is normally the date the detachment receives confirmation via letter from the school that the student has completed all degree requirements and will graduate.

- ★ **26. Academic Program Planning.** Although the unit commander may occasionally direct certain academic options, course sequences, and major or minor fields, it is the student's academic advisor at the university who assists the student in planning the academic program. The unit commander then approves it. Students should inform their advisor of applicable Air Force policies such as program length and the nature of their most likely follow-on assignment. In addition, the student and advisor should be aware of the following restrictions and guidelines:

26.1. Required and core courses should be scheduled as early as possible.

26.2. AS classes including LLAB are mandatory.

26.3. Electives and minor course requirements should be scheduled later or as needed to fill term loads to an acceptable level.

26.4. Upon the recommendation of the academic advisor and with the approval of the unit commander, the student may audit courses, or retake courses for which credit has previously been granted. However, such courses will usually be carried in addition to the minimum course load noted in paragraph 27. NOTE: Students will be financially responsible for any such audits or courses retaken if additional cost is incurred.

26.5. All students will schedule, at a minimum, a full-time academic load unless a specific exception has been granted by the unit commander (Overloads are not recommended). The use of the term "hours" is in reference to semester hours. Students at institutions using the quarter hour system must make appropriate conversions (2 semester hours = 3 quarter hours).

26.5.1. Exceptions will be granted for students at institutions with course load restrictions which prevent compliance with this instruction providing the exception is requested by the student via a letter to the unit commander.

26.5.2. Students who have been granted an exception to full-time status must perform duty equivalent to a 40-hour work week at the AFROTC unit or by special project. Duty performed is at the discretion of the detachment commander. (Full time status (12 hours) is equivalent to a 40-hour work week.)

26.6. Elective courses will be selected on the basis of benefit to the student's Air Force career. Courses such as insurance, real estate, investments, typing, music, art, religion, and photography will not be scheduled. Exceptions will be considered by HQ AFROTC/RRUE when a course fulfills a degree requirement and there is not a more suitable alternative to fulfill the same requirement. Preferable free electives outside an academic major are those which enhance general skills desired of all Air Force members (e.g., foreign language

courses, area studies, history) or those which are compatible with a student's academic major.

26.7. AECP students will participate in cooperative (Coops) education (Internship) programs only if required by their academic curriculum. AECP students must have approved off-duty employment forms on file prior to performing Coops. Coops should be accomplished in the local area or state. For academic curricula with no local Coops but offering distant Coops, the AECP student must attend the Coop nearest the school they attend, or provide strong justification for not attending a Coop nearest the school. Submit requests for Coops outside the local area or state to HQ AFROTC/RRUE, as early as possible but NLT 60 days prior to the Coop.

26.7.1. For approved Coops outside the local area, AECP students are authorized TDY and receive TDY funding.

26.7.2. During Coops, AECP students will be considered in full-time student status. Tuition and fees will be paid for participation in the Coop term.

26.7.3. AECP students with required Coop requirements must complete their degree requirements and commission within 36 months from entry into the AECP program.

26.8. Advanced standing examinations are encouraged if they will expedite fulfillment of degree requirements, especially when the school will not transfer credits for courses completed elsewhere.

26.9. All AECP students entering AFROTC after FY02 must take AFROTC Aerospace Studies courses, Leadership Laboratories, and attend field training. As a minimum they must take AS300- and AS400-level courses.

★ **27. Regular Terms.** Full time for undergraduate is either 12 hours (or university equivalent) per term.

28. Summer Terms. The definition of a "normal" summer academic load varies from institution to institution. Students are required to use the summer terms to the maximum extent possible in order to keep their program length to a minimum. Unit commanders may reduce loads depending on the student's ability or the difficulty of the scheduled courses; however, students should not register for, or plan, a reduced load, without their unit commander's prior approval. The intent is to allow students full utilization of the summer term to complete degree requirements in the minimum time and or enhance their value to the Air Force by taking career-oriented enrichment courses. Students are exempt from one summer term in order to fulfill AFROTC field training requirements.

29. Pre- and Post-Summer Sessions. At institutions with pre- or post-summer sessions, 2 to 3 hours will be taken each session in addition to the normal summer term loads.

30. School Breaks. When school is not in session, AECP students are required to perform duty at the AFROTC unit or equivalent as determined by the unit commander. They will wear

uniforms with their cadet rank. If not performing duty the student must be on leave or pass as defined in AFI 36-3003, *Military Leave Program*.

- ★ **31. Preparation of the Academic Plan.** In accordance with AFROTCI 36-2011, AS 450 (Dual-enrolled POC) status may not be approved by the Detachment Commander. Process the academic plan in accordance with AFROTCI 36-2019, *AFROTC Scholarship Programs*. The AFROTC unit must notify HQ AFROTC/RRUE of the projected graduation date once the academic plan is complete.

32. Changes in Academic Plans. All changes in academic plans must be approved by the unit commander in advance. Whenever any program change is anticipated, students must submit a revised academic plan for unit commander approval. All students must adhere to their current academic plans without deviation. Students who drop, add, or change a course without prior approval of the unit commander will be required to pay for the course. By deviating from an approved course of study, students are subject to disciplinary action. HQ AFROTC/RRFP must approve all DOC/DOG changes. Any changes that will require the student to exceed 36 months of total program time requires HQ AFROTC/RRUE approval. See paragraph 39 and 40 or curtailment and extension request details.

33. Grade Reports. Each student is responsible for forwarding grade reports to the unit commander immediately after the close of each term. Grade reports must include clarification notes whenever incomplete, deferred, or substandard grades are reported. The clarification must specifically identify any impact the grades have upon the student's program and the approach (including a time line) that will be taken to correct deficiencies that may prevent or delay graduation. See paragraph 38 for academic standards.

34. Attendance of Scheduled Classes. AECP students will attend all scheduled classes, regardless of university policy, unless excused by the unit commander. Students must coordinate class absences with their academic instructors/counselors prior to contacting the unit commander to be excused from attendance. Classes missed as a result of leave or cases other than illness must have prior approval by the unit commander. The unit commander will ensure that each student is briefed on local procedures of accountability. Failure to attend scheduled classes or failure to comply with local personnel accountability procedures will result in administrative action, disciplinary action, and or withdrawal from the AECP program.

35. Change of Academic Status Due to University Action. All students will notify their unit commander of any university action which changes their status (for example, probation, advancement to candidacy, or full graduate standing, suspension, reinstatement, etc.) The notification must provide complete details including the reason for action, effect on academic program, date the situation is expected to change (if applicable), and required student action. Students notified of suspension will advise their unit commander within one duty day of their suspension. The unit commander will provide instructions concerning duty requirements.

36. Academic Recognition. Students receiving recognition for outstanding academic achievement or election to membership in honorary fraternities or societies must notify their unit commander. If the recognition includes compensation of monetary value then the student must request permission to accept the compensation via letter to the unit commander. This request

must include copies of documents which clearly describe the intent and value of the compensation and a statement from the student indicating how the compensation will be used. In no case will the student accept and use compensation without approval. Students are encouraged to participate in such activities when academic programs permit.

37. Academic Probation. Students failing to meet minimum academic standards will be placed on probation by the unit commander. Use AFROTC IMT 16, **Officer Candidate Counseling Record**, to document and counsel the student concerning minimum academic standards. This action constitutes a warning and failure to improve may result in withdrawal from the AECP program. **At no time will the AECP student's scholarship be suspended or terminated.** The student on probation is given extra attention by the unit commander to ensure that every effort is being made to correct the problem. Students are expected to take positive actions to correct the deficiencies and to inform the unit commander regularly of their progress. Students will be removed from probation after deficiencies are corrected.

37.1. Students not meeting minimum academic standards must submit a letter of explanation to their unit commander detailing the reasons and any extenuating circumstances underlying their failure to meet academic standards.

★ 37.2. Students on probation will provide their mid-term grades. Final grades will be provided as soon as they are known, to be followed by an appropriate grade report.

37.3. If a student doesn't make satisfactory progress warranting removal from probationary status after the probationary term, or, when appropriate, following a second unsuccessful deficient term, the unit commander will notify the student of their intent to recommend the student for disenrollment from the program. The student must forward justification for retention to the commander within 10 calendar days of notification of intent to initiate disenrollment actions.

37.4. The unit commander will provide HQ AFROTC/RRUE with a recommendation concerning removal or retention of the AECP student. See paragraph 44.

38. Minimum Academic Standards. The detachment commander will place an AECP student on academic probation when:

38.1. Cumulative Grade Point Average (GPA) falls below 2.50 on a 4.0 scale.

38.2. Term GPA falls below 2.35 on a 4.0 scale.

38.3. Placed on academic probation by the institution.

38.4. Receives an "F", "I", or institution equivalent in any course, to include summer school or mini-sessions. Two "Ds" in one semester warrants probation.

38.4.1. If the institution awards "WF" (withdrawal, failing), "N" (no pass), "U" (unsatisfactory), or "NP" (no pass) grades, the grades are considered the equivalent of an "F".

38.4.2. All “I” grades require a determination as to their cause. If the “I” grade is determined to be a result of a student’s failure to complete academic responsibilities and not a result of extenuating or unplanned circumstances, the detachment will treat the “I” grade as a “F” and give the student a conditional (see paragraph 43) and place them on academic probation. If not the case, document the decision and monitor the situation until the final grade is awarded. Place documentation in the student’s PIF.

38.4.3. Any grade which requires the course to be repeated for degree credit is treated as a “F.” For example, in many programs, a “D” in a core class must be repeated for degree credit.

★ 38.4.4. If a cadet receives a grade below “C” in any AFROTC class, treat that grade as a “F.” Issue a conditional (see paragraph 43) and place them on academic probation.

38.5. Academic performance, as determined by the unit commander, is substandard, such as deteriorating grades or low grades in core courses.

39. Curtailment. Since reassignment action and campus departure depend upon a student's official completion date, the student must immediately notify the unit commander, by memorandum, to include a revised academic plan, if early program completion is anticipated. Otherwise, reassignment notification and orders publication may be delayed. Place documentation in student’s PIF and forward copies to HQ AFROTC/RRUE and HQ AFROTC/RRFP.

40. Extension. Requests for extensions beyond official completion dates must be discussed with the unit commander as early as possible. Extensions are approved at HQ AFROTC and approval is far less likely when requested late in the program (e.g., during the last term). AFPC initiates reassignment actions as early as 8 months prior to program completion. Late extension requests will most likely be denied. A formal request via memorandum must be forwarded to HQ AFROTC/RRUE (can be faxed) to include:

★ 40.1. The unit commander’s recommendation for approval or disapproval detailed on an AFROTC IMT 22, **Cadet Personnel Action Request**.

40.2. A memorandum from the student justifying the need for the extension.

40.3. A revised academic plan, signed by the student, advisor, and detachment, showing all courses taken and courses to be taken during the period of extension.

40.4. HQ AFROTC/RRUE will inform HQ AFROTC/RRFP of any approved extensions.

41. Academic Major Change. Since the student is in school to fulfill a specific Air Force educational requirement, program changes from one academic major to another are normally not allowed. However, students with exceptional justification for major change must provide their unit commander with written requests, supported by full documentation, to include a revised academic plan signed by the student, advisor, and detachment. Major changes are approved at HQ AFROTC. The request must be submitted to HQ AFROTC/RRUE (can be faxed) to include:

41.1. The unit commander's recommendation for approval or disapproval detailed on an AFROTC IMT 22.

41.2. A memorandum from the student justifying the need for major change.

41.3. A revised academic plan signed by the student, advisor, and detachment, showing all courses taken and courses to be taken towards completion of requested major. Include original academic plan, as well.

41.4. HQ AFROTC/RRUE will inform HQ AFROTC/RRFP of any approved academic major changes.

Section F—Conditional Events/Disenrollment from AECP

42. General. AFCAT 36-2223, USAF Formal Schools, as supplemented, is the governing directive for any disenrollment action. A student can be disenrolled from AECP for a variety of reasons such as failure to meet institutional and or detachment academic or administrative standards, dismissal or suspension by the institution attended, self-initiated elimination (SIE), failure to complete AS Courses, Leadership Laboratory (LLAB), or field training, lack of officer potential, or by direction of HQ USAF or HQ AFPC. No student will be disenrolled by AFROTC for any reason, including SIE, without the approval of the AFROTC Commander, who has final authority concerning disenrollments. Disenrollments fall into two categories:

42.1. Voluntary. Any student wishing to disenroll voluntarily (SIE) from AECP should immediately contact their unit commander, who will counsel the student and advise on the required procedure to initiate a disenrollment request. Voluntary disenrollment action, depending on the circumstances, can be prejudicial to future entry into a commissioning program and to career progression in the Air Force.

42.2. Involuntary. The unit commander will make recommendations to the AFROTC Commander concerning involuntary removal of AECP students from the program via an AFROTC IMT 22. The AECP student will be notified of a pending disenrollment and afforded the opportunity to respond to such action.

43. Conditional Events (CE). For AECP students, the issuance of conditional events is different than other AFROTC cadets. AECP students are not subject to suspension or termination of scholarships normally associated with conditional events. For AECP students, CEs are used to document failure(s) to maintain standards, and may lead to disenrollment. Document all counseling and conditional events using the AFROTC IMT 16. Other options available to the commander, as a corrective action tool in conjunction with CE, are letters of admonishment, counseling, and reprimand. Initiate disenrollment investigation upon the student's receipt of their fourth conditional event (3 CEs if the student is within 12 months of date of commissioning). The following constitutes a schedule based on conditional events accumulated by a student's failure to meet military and or academic standard(s).

43.1. First conditional event – Document using AFROTC IMT 16, no action.

43.2. Second conditional event – Document using AFROTC IMT 16, no action.

43.3. Third conditional event – Document using AFROTC IMT 16, no action

43.4. Fourth conditional event – Document using AFROTC IMT 16, initiate disenrollment action.

43.5. The detachment may issue letters of admonishment, counseling, and reprimand when they feel it is appropriate. Consult with AFOATS/JA for legal questions.

- ★ **44. Disenrollment Package.** Students removed from AECP for any reason require disenrollment investigation and are issued a DD Form 785, Record of Disenrollment from Officer Candidate-Type Training. Submit disenrollment packages to HQ AFROTC/RRFD IAW AFROTCI 36-2015, *AFROTC Contract Cadet Disenrollments*, Chapter 3, *Investigative Disenrollment*.

45. Disposition of Disenrolled AECP Students. AECP students who are withdrawn from school are considered "surplus Airmen" and will be forecasted for reassignment within the AFSC held prior to entry into the program in accordance with AFI 36-2110, *Assignments*, immediately after the AFROTC Registrar's disenrollment approval. Reference AFROTCI 36-2015 concerning disposition of disenrolled AECP students.

Section G--Accession, Program Conclusion, and Departure from School

46. Graduation Ceremony Policy. The student's official completion governs campus departure date. While attending university graduation ceremonies are encouraged, the student normally will not be allowed to remain on campus for the ceremony if there are more than 7 days between the completion of final examinations and the ceremony unless the student takes leave (delay en route to their next assignment). Students will, therefore, ensure that their attendance at the graduation ceremony is not a mandatory requirement for award of a degree.

- ★ **47. Security Clearance Procedures.** AECP students must have at least a SECRET security clearance based upon an Entrance National Agency Check (ENTNAC) prior to their commissioning. If they do not have a break in service greater than 24 months they may use their ENTNAC from their enlisted active duty service according to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*. The detachment must confirm each AECP student's security clearance level with their servicing MPF upon initial assignment. Contact your servicing security forces organization if you determine that the AECP student does not have the appropriate security clearance. Ensure that a security clearance is requested as required by Air Force instructions.
- ★ **48. Commissioning AECP Students (Other than Nurses).** The AFROTC IMT 53, **Academic Information**, must be completed six to eight months prior to commissioning. **The first line in the remarks section of the AFROTC IMT 53 must state that the member is an AECP student.** Submit the AFROTC IMT 53 to HQ AFPC/DPPAQ via both the AFROTC IMT 53 database and fax as requested by HQ AFPC. Upon selection of AFSC and assignment, AFPC will load the

student's assignment. Under no circumstances are AECP students to be commissioned prior to receiving their orders. The student needs to understand that once they are commissioned, they are no longer assigned to the detachment and must immediately depart for their next duty station or training assignment. If they choose not to immediately depart the local area, they will be charged leave for each day exceeding their number of authorized travel days until they sign in at their next duty station or training assignment. AECP students must work all PCS actions (out-processing, household goods shipments, housing, etc.) in advance of their actual commissioning. To accomplish these tasks, the AECP student must have valid PCS orders from AFPC. Separate the student one day prior to commissioning. The new 2d Lieutenant then reports to training or first duty assignment as directed per orders.

48.1. Prepare a special order (Attachment 2) and have member complete a DD214WS to send to the servicing MPF for release from active duty.

48.2. Prepare Reserve order (Attachment 3) bringing member onto extended active duty as a Second Lieutenant.

- ★ **49. Commissioning AECP Nursing Students.** Once they've completed their Bachelor of Science in Nursing (BSN) and once student has proof of their degree, the detachment will submit the following to:

HQ AFPC/DPAMN
550 C. St. West Suite 25
Randolph AFB, TX 78150-4727

49.1. AF IMT 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component** (no attachments).

49.2. EAD Address Letter

49.3. AF IMT 422

49.4. Transcripts or completion letter from the university

49.5. Upon completion of their BSN degree, the student must take the NCLEX (nursing license state board); this must be scheduled and paid for by the student. When the student receives proof of their Registered Nurse (RN) license, they may then be commissioned. After commissioning the detachment should send the following to HQ AFPC/DPAMN at the address provided previously.

49.5.1. RN License

49.5.2. AF IMT 133, **Oath of Office (Military Personnel)**

49.5.3. Special Order of Appointment to 2d Lt/Call to EAD Order

49.5.4. Reserve Order of Discharge/Call to Ready Reserve

49.6. Once HQ AFPC/DPAMN receives all of the required documents they will prepare orders to place the student in the Nursing Transition Program (NTP) and their next duty assignment. Note: The member may hold dual status as a Reserve Officer and be on active duty as an enlisted member (See AFI 36-3208, *Administrative Separation of Airmen*, Section 6, Section G). This provision shows they may hold dual status. The member will continue to wear the enlisted rank and receive enlisted pay until they depart for NTP.

★ **50. Commissioning Physical.** AECP students must be medically certified for commissioning. Use the guidelines IAW AFI 48-123, Atch 2, Retention. **NOTE:** If the student is medically disqualified, notify HQ AFROTC/RRUE immediately.

★ **51. Transcripts and Commissioning Paperwork:** In accordance with AFOATSI 36-2018, paragraphs 7.12. and 7.13.

52. Flying Training. AECP students are not eligible to apply until after commissioning and arrival at their first duty station.

53. Assignments Outside the CONUS. Students assigned overseas will receive detailed processing instructions from their servicing MPF.

54. Departure Dates. All students departing will comply with the reporting dates specified in their orders. Emergency situations requiring a change in reporting dates must be referred to the servicing MPF through the AFROTC unit commander. Students desiring to remain on station prior to the projected reporting date will be utilized by the AFROTC unit as directed by the commander.

55. Movement of Dependents and Household Goods. Students proceeding TDY en route to their next duty station are not authorized transportation of dependents or household goods to the TDY station at government expense. However, students assigned in overseas areas where travel of dependents is prohibited or delayed for 20 weeks or more may move dependents and household goods to a designated location.

56. AFIT Direct Accessions Program. AECP students who are interested in the AFIT Direct Accessions Program may apply under the provisions of AFOATSI 36-2018.

56.1. AECP does not have specific quotas and nominations may be submitted at any time during the AECP student's senior year.

56.2. Applications must be forwarded through the unit commander to HQ AFROTC/RRUE. HQ AFROTC/RRUE after review and if recommended, will forward the nomination to AFIT/RRE.

57. Unused Leave Balance. All positive leave balances for AECP students will be transferred to their new leave accounts after commissioning. Students can not sell back unused leave at the time of commissioning (See AFM 177-373, Vol II, *Joint Uniform Military Pay System (JUMPS) Unit Procedures*).

Section H--Tuition and Textbook Entitlements, Funding and Reporting

★ **58. Tuition and Fees Estimates.** AECP students attend on scholarships capped at \$15,000 and receive textbook allowance. They are not authorized to attend schools costing over \$15,000 per year in tuition and fees. AECP students are not authorized stipend since they receive full military pay and benefits. Units must input estimates or actual cost into WINGS for tuition and fees for each term in the fiscal year (1 October - 30 September), the fiscal year is determined by actual class start date, no later than 30 September of each year. For new AECP appointments, estimates must be loaded into WINGS within 5 workdays of notification of the terms to be paid remaining in the fiscal year.

59. Authorized Tuition and Fee Entitlements. These are limited to tuition and fees associated with required and elective courses. A required course is a prerequisite for further advancement towards the student's selected major. An elective course is one required to meet graduation requirements, but where the student has latitude in actual course selection. AFROTC will pay fees billed to all students for all required and elective courses. For a required course, AFROTC will also pay mandatory institutional fees that are incurred by all students incident to course registration (i.e., laboratory fees for a chemistry course, computer user fees for a computer course, etc.) AFROTC will only pay these fees for an elective course when the elective course is clearly academic in origin (physics, chemistry, speech, foreign language, etc.) and it is not in paragraph 60 and the unit commander determines the course directly contributes to officer development and it is in the best interest of the Air Force to do so. The unit commander's signature on the invoice indicates these conditions have been met, and no other documentation is required. Reimbursement is authorized for tuition and the following fees:

59.1. Registration and matriculation fees.

59.2. Laboratory fees and nonrefundable deposits.

59.3. Costs of special fees, computer time and services.

59.4. The cost of a College Level Examination Program (CLEP) test that replaces a required course if the test is passed and accepted for credit toward degree requirements by the institution. Students must be active in the AECP program at the time of the testing.

★ 59.5. Costs of course overloads are authorized, but are limited to:

59.5.1. Those required for smooth progress toward degree completion.

59.5.2. Those which result from prerequisite requirements.

59.5.3. Those required as a result of changes in curriculum made by the institution.

59.5.4. Courses missed due to an injury or illness. The absence must be approved by the institutional authorities and the unit commander.

59.5.5. Fees for health, student activity, athletic, library, student union, student publication costs, and similar fees required of all students enrolled in the institution. Payment of university health fees is authorized if it is mandatory for all students.

59.5.6. Authorized classes that AFROTC has not paid for previously.

59.5.7. Graduation, diploma, and cap and gown fees.

59.5.8. Cost for up to 3 distance learning/correspondence courses per academic year. A distance learning course (defined as any non-traditional academic class that includes a method of direct interaction among students and instructor) must be accepted and offered by the cadet's host institution, must begin and end within the normal academic term, plus meet all other requirements set forth in paragraph 59.

59.5.9. Cost of transportation required of all students.

60. Tuition and Fees Not Authorized. Reimbursement is not authorized to defray costs of the following programs or services:

60.1. Payment for any type of cost associated with flying training.

60.2. Special expenses associated with field trips.

60.3. Expenses for optional projects, personal equipment and supplies.

60.4. Special fees for social activities.

60.5. Courses not required by the catalog as a degree requirement.

60.6. Costs of course overloads resulting from:

60.6.1. Courses not required for a degree.

60.6.2. Failures, incompletes, withdrawals, etc.

★ 60.6.3. Changes in academic major.

60.7. Cost of repeat or remedial courses previously attempted as an AECP student.

60.7.1. If the institution bills by the course or course unit, the student pays for all remedial or repeat courses.

60.7.2. If the institution has a fixed fee for full-time students, the cadet must take enough new classes to equal the minimum load required to attain full-time student status or must pay on a prorated basis for remedial or repeated classes. For example, if at least 12 hours are required to attain full-time student status at a fixed cost of \$2,500 per term, the Air Force will pay the full costs for the student who takes 12 hours of new courses and 3 hours of remedial or repeated classes for a total of 15 hours. On the other hand, a

student who takes 9 hours of new classes and 6 hours of remedial or repeated classes will receive only 9/12 of the \$2,500 fee. The cadet must pay the difference.

60.8. Costs of parking fees.

60.9. Costs incurred obtaining a professional license.

60.10. Costs of immunizations and malpractice insurance, even if required of all nursing and physical therapy students.

60.11. Additional fees associated with a recreational-type elective course (i.e., equipment rental fee for a scuba course, equipment rental fees/lift tickets for a skiing course), even if they are directly billed by the institution.

60.12. Penalties or fines for late registration or makeup examinations over and above which would have been incurred through normal enrollment at the students host institution.

60.13. Equipment, equipment rental and material costs.

★ 60.14. Yearbooks.

★ 60.15. Gym lockers and laundry fees.

60.16. If uncertain about any fee, the student should consult the unit commander.

★ **61. Graduate Review Examination (GRE).** AFROTC will not reimburse AECP students who complete the GRE, or other graduate school admissions exams.

62. Resident Status. Many schools grant reduced or in-state tuition rates to active duty members permanently assigned to an organization within the state. Each AFROTC unit and student should check with the school's registrar to determine resident status. Students who qualify as residents should ensure the bursar is aware of their status and AFROTC is billed accordingly. Students with spouses employed full-time at their schools should also investigate the possibility of being granted resident status, as some universities grant such status to full-time employees and immediate family members.

63. Veteran's Affairs (VA) Benefits and Air Force Tuition Assistance. VA regulations specifically prohibit the paying of educational benefits to active duty personnel if the course or courses are paid for, in whole or in part, by the Armed Forces. All active duty students in programs where AFROTC pays tuition and fees are, therefore, not eligible for either VA benefits or other Air Force tuition assistance. Exceptions to this general rule may exist for certain programs, (e.g., Scholarship and Fellowship students and Educational Delay). However, students are to check with their unit commander prior to accepting any outside tuition assistance while enrolled in AECP. In general, no AECP student is eligible for Air Force tuition assistance because they are full-time students and, therefore, do not qualify under the terms of this formal program. The Montgomery Government-Issued (GI) Bill may not be used.

64. Other Benefits. Undergraduate students may be eligible for federal Basic Educational Opportunity Grants (BEOG) or similar state-funded programs. Students are encouraged to check with appropriate university financial aid offices to see whether they might be eligible for such supplemental assistance; however, AECP students must inform their university that the Air Force is paying all tuition and fees for their programs and providing a quarterly book allowance. If offered any assistance, be certain that it is not credited to the student's tuition account at the university.

65. Reimbursement of Application Fees. Students are authorized reimbursement of one school application fee. Reimbursement will only be made for the school attended; other application fees for schools students applied to, but did not attend, cannot be reimbursed. Ensure this is included on the school's scholarship invoice for reimbursement.

★ **66. Processing Tuition Invoices for Reimbursement.** The unit commander is responsible for establishing procedures for verifying and approving institutional invoices for AECP scholarship reimbursement before submitting to HQ AFOATS/SDF for payment. The unit commander is responsible for contacting the appropriate institution officials when invoices are not received for processing within 30 days after the beginning of each term. The unit commander ensures invoices arrive at HQ AFOATS/SDF no later than 45 days after the beginning of each term. The following procedures apply:

66.1. Ensure students are covered by valid written authorization such as permanent change of station (PCS) orders.

66.2. Ensure no portion of the billing has been previously submitted for payment.

66.3. Ensure charges do not include unauthorized expenses.

66.4. Check to ensure invoice prices agree with rates contained in applicable university publications or correspondence. Verify each line item to ensure proper pricing. Before authorizing payment for out-of-state tuition, verify the student does not qualify for in-state tuition.

66.5. Ensure the invoice is from the institution where payment is to be made. The invoice cannot be from one school with payment to another. All invoices must be on letterhead from the university that is billing for the tuition and fees. Invoices from crosstown schools without an Educational Services Agreement must be forwarded to the host institution and the host institution will bill for expenses.

66.6. Ensure a staff member reviews all invoices for AECP students and compares the curriculum or number of credit hours specified on the invoice with the students' planned academic program. In cases where curriculum and credit hour information is not provided, control tuition entitlements by maintaining an updated academic plan and conducting personal interviews with the student. Use this management control to ensure:

66.6.1. AECP students are maintaining full-time student status.

66.6.2. AECP students are following the planned academic program from their academic plan.

66.6.3. Payments are not made for courses unauthorized for tuition entitlements.

66.6.4. Student's in-state or out-of-state tuition rates are accurate and out-of-state tuition rates are not paid for students entitled to in-state tuition rates.

66.6.5. The correct Educational Service Agreement (ESA) Number appears on all invoices.

66.6.6. The invoice is certified for payment by the unit commander by signing the statement at figure 1, annotated on the invoices or separate sheet of bond paper, as required by DODFMR 7000.14-R, Volume 10, *Contract Payment Policy and Procedures*. Date stamp the invoice when received by detachment (i.e. Detachment XXX received on YYYYMMDD). Invoices received by HQ AFOATS/SDF without this statement will be returned to the unit. A stamp with the certification statement may be used.

66.6.6.1. Detachments have 5 calendar days to process an invoice. HQ AFOATS/SDFA has 5 calendar days to process an invoice; Maxwell Accounting Liaison Office (ALO) has 4 calendar days to process an invoice, and DFAS has 14 calendar days to make payment.

66.6.6.2. When putting date received in the commander's statement, calculate from the current date to figure when the payment can be made. If the expected pay date is during the term, the received date is the date HQ AFOATS/SDFA received the invoice. The accepted date may be the same date as the received date or may be a later date, but no more than 7 days after the received date. (If Detachment received invoice prior to HQ AFOATS/SDFA, then the received date would be the date the Detachment received it.)

66.6.6.3. If the expected pay date is after the term will end, the received date must be the last day of the term. The accepted date may be the same date as the received date or may be no more than 7 days after the received date.

66.6.6.4. Ensure invoice number assigned in WINGS is listed on each page of the invoice as "Payee Number" (must read "Payee Number XXXXXXXXXX").

66.6.6.5. Ensure term start and stop dates are listed on each page of the invoice.

Figure 1. Certification Statement.

I certify services were received on XXXX and accepted on XXXX IAW the terms of the contract in the amount of XXX. Services have been rendered in accordance with the contract. Prices have been verified per the contract and DFAS-DE 7010.2-R, paragraph 11-3b.

(Signature of Unit Commander)

Typed Name and Rank

AFROTC DET ###/Commander

Complete Detachment Address

Detachment Commander's Phone Number

66.7. When the ESA was provided to the university, an example of an invoice was attached. If a school has not adopted the format of the sample invoice, request they do. This will save processing time for units and speed payments to schools. Tuition payments will be made either by electronic funds transfer (EFT) or by Government Purchase Card (GPC) held by HQ AFOATS/SDFA.

66.8. Submit the invoice and the SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, to HQ AFOATS/SDF. Payee's name and address must appear exactly as indicated on the invoice. The university name must be on the first line.

66.9. Distribute approved invoice and SF 1034 as follows:

66.9.1. Scan or fax the SF 1034 and invoice to HQ AFOATS/SDF. **Do not send to the Defense Accounting Office at Maxwell AFB or the Operating Location at Limestone ME.**

66.9.2. Maintain copies for unit files as needed.

66.9.3. Provide copy of the "Build Invoice" screen to universities bursar office for payment. This ensures that the university knows where to apply the payment.

66.10. Establish and maintain an accounting record file. Use files as a reference source to verify the billing, or portions of it, that have not previously been paid. Maintain accounting records for 1 full year after member's participation in AECP ends.

66.11. Allow 4 weeks after invoice is sent to HQ AFOATS/SDFA, then check WINGS database for a paid date and voucher number.

66.12. Detachment personnel must run a "Not Billed" report at least once every two weeks starting the 60th day after classes start in the Fall term and 30 days after classes start for all other terms until every cadet is completely paid for all terms.

66.12.1. Contact institution to request invoice for any cadet listed on the Not Billed report that should be paid.

66.12.2. Follow the AECF student database procedures for amounts listed for a cadet that will not be paid. (Select “Billed in Full” box in the AECF student database.)

- ★ **67. Textbook Allowance.** AECF students will receive an annual textbook allowance. Payments are made within 3 months after entering the program for the quarters remaining in the current fiscal year and NLT December for those already active. Students must be enrolled at least 60 days of their first FY quarter in order to receive a textbook payment. Textbook allowance for subsequent quarters will be paid if the student is enrolled in the quarter at least 30 days. Students must submit a SF Form 1199A, **Direct Deposit Form**, via their detachment, to HQ AFOATS/SDF by 30 Oct of each year to ensure funds are transferred into the proper account. Payment will be made via Electronic Funds Transfer (EFT) into the student’s specified account. **NOTE: This is an allowance and is intended to defray book costs; it is not intended to completely reimburse students for these expenses.**
- ★ **68. Adopted Forms and IMTs:** DD Form 93, **Record of Emergency Data**, DD Form 214WS, **Certificate of Release or Discharge from Active Duty (Worksheet)**, DD Form 785, **Record of Disenrollment from Officer Candidate-Type Training**, DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, SF Form 1034, **Public Voucher for Purchases and Services Other Than Personal**, SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**, SF Form 1199A, **Direct Deposit Form**, AF IMT 56, **Application & Evaluation for Training Leading to a Commission in the United States Air Force**, AF IMT 133, **Oath of Office (Military Personnel)**, AF IMT 422, **Physical Profile Serial Report**, AF IMT 899, **Request and Authorization for Permanent Change of Station – Military**, AF IMT 1297, **Temporary Issue Receipt**, AF IMT 3902, **Application and Approval for Off-Duty Employment**, AFROTC IMT 4, **Affidavit Civil Involvement**, AFROTC IMT 16, **Officer Candidate Counseling Record**, AFROTC IMT 22, **Cadet Personnel Action Request**, AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, AFROTC IMT 48, **Planned Academic Program**, AFROTC IMT 53, **Academic Information**.

STEVEN E. WAYNE
Colonel, USAF
National Commander, AFROTC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10 U.S.C., *Armed Forces*,

DOD 5500.7-R, *Joint Ethnic Regulation (JER)*, August 1993

DODFMR 7000.14-R, Vol 10, *Contract Payment Policy and Procedures*, April 2002

AFCAT 36-2223, *USAF Formal Schools*

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AFI 34-201/AETC Sup 1, *Use of Non-Appropriated Funds*

AFI 36-2110, *Assignments*

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

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AFI 36-2503, *Airman Promotion Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 36-3003, *Military Leave Program*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 41-210, *Patient Administration Functions*

AFM 177-373, Vol II, *Joint Uniform Military Pay System (JUMPS) Unit Procedures*

AFOATSI 36-2007, *AFROTC Weight and Fitness Program*

AFROTCI 36-2008, *AFROTC Senior Uniforms and Insignia*

AFROTCI 36-2010, *AFROTC Field Training Program*

AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*

AFROTCI 36-2015, *AFROTC Contract Cadet Disenrollments*

AFROTCI 36-2017, *AFROTC college Program*

AFOATSI 36-2018, *AFROTC Special Actions Program*

AFROTCI 36-2019, *AFROTC Scholarship Programs*

Abbreviations and Acronyms

AAC - Assignment Availability Code

AECF – Airmen Education and Commissioning Program

AETC – Air Education and Training Command

AF – Air Force

AFI – Air Force Instruction

AFIT – Air Force Institute of Technology

AFOATS – Air Force Officer Accession and Training School

AFOATSI – Air Force Officer Accession and Training School Instruction

AFPC – Air Force Personnel Center

AFROTC – Air Force Reserve Officer Training Corps

AFROTCI – Air Force Reserve Officer Training Corps Instruction

AFSC – Air Force Specialty Code

APAS – Assistant Professor of Aerospace Studies

APDS - Automated Personnel Data System

AS – Aerospace Studies

BAS – Basic Allowance for Subsistence

BDU – Battle Dress Uniform

BEOG – Basic Educational Opportunity Grants

BESO – Base Education Service Office

BOT – Basic Officer Training

BSN – Bachelor of Science in Nursing

CAFSC – Control Air Force Specialty Code

CCAF – Community College of the Air Force

CGPA – Cumulative Grade Point Average

CLEP – College Level Examination Program

CONUS – Continental United States

COT – Commissioned Officer Training

CSD – Class Start Date

DD – Department of Defense (Abbreviation used with forms)

DEROS – Date of Estimated Return for Overseas

DOB – Date of Birth

DOC/DOG – Date of Commissioning/Date of Graduation

DOD – Department of Defense

DUI – Driving Under the Influence

DWI – Driving While Intoxicated

EAD – Extended Active Duty

ENTNAC – Entrance National Agency Check

ESA – Educational Services Agreement

ESO – Education Service Officer

ETF – Electronic Transfer of Funds

ETP – Exception to Policy

F - Fail

FAO – Foreign Area Officer

FSO – Financial Support Office

FTU – Field Training Unit

FY – Fiscal Year

GI – Government Issued

GMC – General Military Course

GPA – Grade Point Average

GRE – Graduate Review Examination

HQ – Headquarters

IAW – In Accordance With

JFTR – Joint Federal Travel Regulation

JUMPS – Joint Uniform Military Pay System

LLAB – Leadership Laboratory

MAJCOM – Major Command

MOAE – Memorandum of Academic Eligibility

MPF – Military Personnel Flight

MTF - Military Treatment Facility

NCLEX – National Council Licensure Examination

NTP – Nursing Transition Program

PA – Privacy Act

PCS – Permanent Change of Station

PDS – Personnel Data System

PECD – Promotion Eligibility Cutoff Date

PFT – Physical Fitness Test

PIF – Personnel Information File

POC – Point of Contact

PSD – Promotion Service Date

PSN – Promotion Selection Number

PT – Physical Training

PTU – Physical Training Uniform

N – No Pass

NET – No Earlier Than

NLT – No Later Than

NP – No Pass

RN – Registered Nurse

SF – Standard Form

SIE – Self-Initiated Elimination

SrA – Senior Airman

SSgt – Staff Sergeant

SSAN – Social Security Account Number

TDY – Temporary Duty

TFCSD – Total Federal Commissioned Start Date

TGPA – Term Grade Point Average

TYSD – Total Years Service Date

U - Unsatisfactory

UCMJ – Uniform Code of Military Justice

USAF – United States Air Force

USAFR – United States Air Force – Reserves

USC – United States Code

WF – Withdrawal, Failing

WINGS - Web Intensive New Gain System

VA – Department of Veterans Administration

Attachment 2

EXAMPLE SPECIAL ORDER OF APPOINTMENT TO 2D LT/CALL TO EAD

DEPARTMENT OF THE AIR FORCE

HQ AFROTC (AETC)

MAXWELL AIR FORCE BASE ALABAMA 36112-6106

SPECIAL ORDER

(Date)

AB-XXX

1. The following individual is relieved from assignment/attachment, Detachment XXX, University of XXXX (AETC), USAF, this base, and honorably discharged effective **(DATE)**. Accrued or excess leave carried forward. CAFSC: 9T100. No travel involved. Authority: AFIs 36-2005 and 36-2013.

2. By the direction of the President, the following individual, assigned/attached Detachment XXX, University of XXX, City, State, USAF, AETC, is appointed as a Reserve officer of the Air Force in the grade of Second Lieutenant, effective (DATE). Source of commission is a graduate of Air Force Reserve Officer Training Corps, USAF. PSD, TYSD and TFCSD are (Date--1 Day after discharge date). Authority: AFIs 36-2005 and Title 10 USC 12203 subparagraph B58.

3. By the direction of the President, the following 2d Lt, USAFR, with effective date of reserve appointment of (Date 1 day after discharge date) is ordered to extended active duty (voluntary) per 10 USC 672(d) effective **(date assigned by AFPC officer assignments)** for a period of (number of months), unless sooner relieved. ADN: 019. The officer is presently at AFROTC Detachment XXX, University of XXX, City, State and will be accessed into the roles of the Air Force on concurrent orders assigning him to his duty station.

NAME

Roberts, Randall R.

GRD

TSG

SSAN

XXX-XX-1234

DOB

01/26/1972

(MM/DD/YYYY)

FOR THE COMMANDER

(SIGNATURE BLOCK)

Attachment 3

EXAMPLE RESERVE ORDER OF DISCHARGE/CALL TO READY RESERVE

RESERVE OF THE AIR FORCE APPOINTMENT
AIR UNIVERSITY (AETC)
AFROTC DETACHMENT XXX

RESERVE ORDER
RO-XX

(Date)

1. The following individual is relieved from assignment/attachment, HQ AFROTC (AETC), USAF, Detachment XXX, and honorably discharged effective Date in the grade indicated. Accrued or excess leave carried forward. CAFSC: 9T100. No travel involved. Authority: AFIs 36-2005, 36-2013, and 36-3209.
2. By the direction of the President, the Air Force appoints the following individual as a Reserve of the Air Force in the grade of Second Lieutenant, Ready Reserve, effective (Date, 1 day after discharge date). Source of commission is a graduate of Air Force Reserve Officer Training, Code W. PSD, TYSD and TFCSD are (Date, 1 day after discharge date). Authority: AFIs 36-2005, 36-2011 and Title 10 USC 12203 (b).
3. By the direction of the President, the following individual is ordered to extended active duty (voluntary) per Title 10 USC 12203 (b), effective (Date, 1 day after discharge date) for an indefinite term. This officer is presently assigned to AFROTC Detachment XXX, while administratively attached to (servicing AFB, State), and will be accessed into the roles of the Air Force on concurrent orders assigning the individual to his or her next permanent duty station.

NAME	GRD	SSN	DOB	PRIMARY AFSC	PERMANENT RESIDENCE
Jones, John J.	SSGT	123-45-6789	08/15/1973 (MM/DD/YYYY)	62E1H	1234 Smith Drive, Norman OK 12345

BY ORDER OF THE SECRETARY OF THE AIR FORCE

WILLIAM E. HANSON, Colonel, USAF
Commander

DISTRIBUTION:

- 1 – HQ AFPC/DPSRI (Microform Systems Branch)
- 2 – Individual
- 2 – AFROTC Det XXX
- 2 – Air University
- 5 – Each serving MPF or unit named in the order
- 1 – Officer's MperR custodian

RO-XX